

TABLE 1 [separate page]

**EXAMPLE RATES TABLE** [No Names]  
XYZ, Inc.  
Proposed Salary and Billing Rates Table  
2003-2004

Classification	Direct Salary Cost		Overhead 1.60(DSC)		Fixed Fee 0.30(DSC)		Billing Rate	
	Min	Max	Min	Max	Min	Max	Min	Max
P-01	10.50	15.75	16.80	25.20	3.15	4.73	30.45	45.68
P-02	12.50	20.75	20.00	33.20	3.75	6.23	36.25	60.18
E-01	20.00	30.00	32.00	48.00	6.00	9.00	58.00	87.00

[note] Billing multiplier:  $1.0(\text{DSC}) + 1.6(\text{DSC}) + 0.30(\text{DSC}) = 2.90(\text{DSC})$

**Final billing rates shall equal actual direct salary costs at the time the work is performed, plus the agreed burden rates for overhead and fee, subject to limitation within the established ranges.**

Direct (non-salary) Reimbursable Expenses  
2003-2004

Current direct non-salary reimbursable expenses – Rate per item (include it here only if this has not been included in the overhead rate)

Reprographics (Outside Services)	At cost
Couriers/Deliveries	At cost
Copies	\$0.04/copy
Fax	\$0.05/page
Telephone	At cost

[XYZ Inc.] will comply with the rules and regulations regarding travel costs in accordance with Washington State Department of Transportation Accounting Manual M13-82, Chapter 10 – Travel Rules and Procedures, and revisions thereto.

[note – the above direct expenses are invoiced with no mark-up]

TABLE 2 [separate page]

**EXAMPLE RATES TABLE** [Separate sheet - **With names for our reference only**]XYZ, Inc.Proposed Salary and Billing Rates Table2003-2004

Classification	Direct Salary Cost		Overhead 1.60(DSC)		Fixed Fee 0.30(DSC)		Billing Rate	
	Min	Max	Min	Max	Min	Max	Min	Max
<b>P-01</b>	<b>10.5</b>	<b>15.75</b>	<b>16.80</b>	<b>25.20</b>	<b>3.15</b>	<b>4.73</b>	<b>30.45</b>	<b>45.68</b>
<i>P. Anderson</i>	<i>12.75</i>							
<i>D. B. Laker</i>	<i>15.14</i>							
<i>C. Johnson</i>	<i>10.50</i>							
<b>P-02</b>	<b>12.50</b>	<b>20.75</b>	<b>20.00</b>	<b>33.20</b>	<b>3.75</b>	<b>6.23</b>	<b>36.25</b>	<b>60.18</b>
<i>J. Carpenter</i>	<i>14.75</i>							
<i>T. Smith</i>	<i>12.50</i>							
<i>J. Cooper</i>	<i>19.95</i>							
<b>E-01</b>	<b>20.00</b>	<b>30.00</b>	<b>32.00</b>	<b>48.00</b>	<b>6.00</b>	<b>9.00</b>	<b>58.00</b>	<b>87.00</b>
<i>R. Winters</i>	<i>28.80</i>							

*Note: These tables are only an example of what could be developed for a rates table. For the Prime, Table 1 will be Exhibit D; for the subs, Table 1 will be Exhibits E1, E2, etc. For most agreements, it is recommended that actual names not be shown on the table used as Exhibit D or E (1<sup>st</sup> Table) This permits the hiring of new people, promotions, etc. to occur without revising the agreement for each new/different person in a particular position. The names instead would be provided only as support information (2<sup>nd</sup> Table).*

*None of the rates, classes or personnel shown above are real for your firm. It is used as a suggestion, as one way to indicate the information required. We are requesting that all rate schedules in Exhibits D (prime rates) and E (subconsultant rates) be similar in structure so that it is easy to check invoicing for rates of personnel working on projects. All non-name rate tables must have the notes shown on the bottom of Table 1. (Breakdown of multipliers and actual rate statement)*

*We also suggest building into the table some flexibility that allows for raises for the top level people (if they are not promoted) prior to the time when rates can be renegotiated (minimum 12 months after contract becomes active), and allows for hiring new people at or below the lowest current level of a class. The recommended top salary should be 4% or less above current maximum salary, while the lowest salary might be 10% below the current minimum salary, for each class.*

*Sometimes, a subconsultant is a sole proprietorship who will bill at a fully burdened rate. This can be approved on a case by case basis. If this billing method is requested, we will need a statement on the proposed rate sheet stating that the billing rate being charged is the lowest rate charged to preferred customers and is fully burdened.*

*In all cases, reimbursable costs cannot have any mark-up, and all travel is controlled by WSDOT Accounting Manual M 13-82, Chapter 10 – Travel Rules and Procedures.*